



## Agency Metrics Job Aid for B0089

### B0089 – General Turnover Rate Metrics

B0089 is a new report to identify the turnover percentage rate by agency. The report contains the following rate calculations:

- Transfer Rate %
- Separation Rate %
- Total Turnover Rate % (the previous 2 combined)

Scorecard colors are applied only to the Separation Rate % column using the following criteria:

- <= 7%: No color (Implied Green)
- 7.1 - 15%: Yellow
- >15%: Red

Report excludes hourly and supplemental employees. Report also excludes action reasons: cancel separation pay continuation and did not report.

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

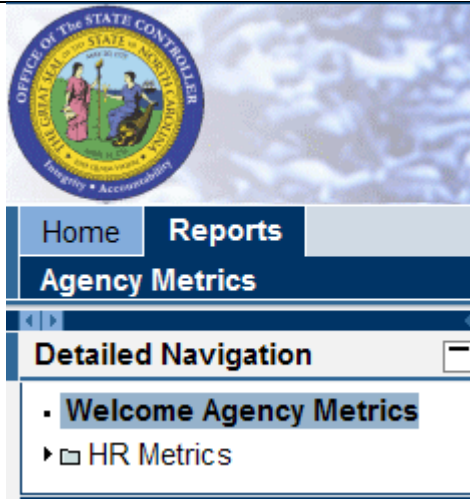
For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

1. Access the BEACON Portal.
2. Click on the **Reports Tab**.



## Agency Metrics Job Aid for B0089



3. Click on **Agency Metrics**.



4. Click on **HR Metrics** folder (click on the black arrow to expand folder).
5. Click on **B0089 General Turnover Rate Metrics** report.
6. Select your organizational unit.
7. Select the correct Quarter and Year combination.



## Agency Metrics Job Aid for B0089

**NOTE:** The data entry format is Q/YYYY (example: for 4<sup>th</sup> Qtr 2008 enter 4/2008 which includes Oct, Nov, Dec 2008; for 1<sup>st</sup> Qtr 2009 enter 1/2009 which includes Jan, Feb, Mar. 2009).

### B0089: General Turnover Rate Metrics

#### Variable Entry

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

#### General Variables

Variable	Current Selection	Description
* Organizational Unit	20000099	
* Calendar Qtr(s)/Year(s) (Mandato	1/2008	

OK Check

**NOTE:** Hold the ⌘ key while clicking on the following link to obtain for more detailed information regarding the correct entry for the variable in this field.

[http://www.osc.nc.gov/beacon/training/library/CALENDAR\\_QTR\\_Correct\\_Data\\_Entry\\_for\\_the\\_BI\\_Date\\_Variable.pdf](http://www.osc.nc.gov/beacon/training/library/CALENDAR_QTR_Correct_Data_Entry_for_the_BI_Date_Variable.pdf)

8. Click the **OK** button and wait for report to be displayed.

Columns

Cal Qtr/Yr

Key Figures

Rows

Org Unit

Free characteristics

Cal Mth/Yr

Personnel Area

Org Unit	Cal Qtr/Yr	1/2008		
		Transfer Rate %	Separation Rate %	Total Turnover Rate %
20000099	DISNEY	0.3	0.8	1.1

9. To perform data validation, position mouse over the “Key Figures” text (under the Columns header in the left navigation window), right-mouse click->Filter->Select Filter Value.



## Agency Metrics Job Aid for B0089

Org Unit ⇅	Cal Qtr/Yr	1/2008		
		Transfer Rate %	Separation Rate %	Total Turnover Rate %
▶ 20	Filter		0.6	0.9
▶ 20	Change Drilldown		0.9	1.1
▶ 20	Hierarchy		2.2	2.8
▶ 20	Broadcast and Export		1.6	2.0
	Properties			
	Exceptions			
	Sort Org Unit			



10. Select the key figures highlighted above and then click “Add”.



## Agency Metrics Job Aid for B0089

Select values for Key Figures (4CUX8330BP467NZUV06XG20SW)

Show tool:  Show view:

**All**

Key Figures Text

<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Transfer Rate %
<input type="checkbox"/>	ZF Separations
<input type="checkbox"/>	ZG Separations
<input type="checkbox"/>	Total Separations
<input type="checkbox"/>	Separation Rate %
<input type="checkbox"/>	Total Turnover
<input type="checkbox"/>	Total Turnover Rate %
<input type="checkbox"/>	Nbr of Active EEs
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Enter a value for Key Figures:

**Add** **Remove**

**Selections**

Type	Description
<input type="checkbox"/>	Transfer Rate %
<input type="checkbox"/>	Separation Rate %
<input type="checkbox"/>	Total Turnover Rate %
<input type="checkbox"/>	Transfers
<input type="checkbox"/>	Total Separations
<input type="checkbox"/>	Total Turnover
<input type="checkbox"/>	Nbr of Active EEs
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Change Order**

**OK** **Cancel**

11. Then click "OK". The report should now show the additional key figures.



## Agency Metrics Job Aid for B0089

### B0089: General Turnover Rate Metrics

Save As... Display As  Information Print Version Export to Excel

Org Unit ⇅	Cal Qtr/Yr	1/2008						
		Transfers	Transfer Rate %	Total Separations	Separation Rate %	Total Turnover	Total Turnover Rate %	Nbr of Active EEs
20000099	DISNEY	206	0.3	641	0.8	847	1.1	77,364

12. Leave the window for the above display of B0089 open. Navigate back to the browser window with the original HR Metrics report listing. Click on the "Personnel Admin" tab. Open the "Turnover" folder, click on the B0042 report.

- ▼ Turnover
  - B0042: Employee Turnover with Transfers
  - B0043: Employee Turnover from State Government

13. To validate the numbers from above, run the B0042 report. Select the same OrgUnit as when executing B0089. For B0042, select the 3 months that represent the same Calendar Quarter/Year selection as when executing B0089. Since B0089 was executed with 1/2008 for Calendar Quarter/Year, then the months 01/2008 - 03/2008 should be selected when running B0042.

### B0042: Employee Turnover with Transfers

#### Variable Entry

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

#### General Variables

Variable ⇅	Current Selection	Description
* Organizational Unit	20000099 <input type="checkbox"/>	
* Calendar Month(s)/Year(s) (Mand)	01/2008 - 03/2008 <input type="checkbox"/>	

OK Check





## Agency Metrics Job Aid for B0089

### B0042: Employee Turnover with Transfers

Save As... Display As Table Information Print Version Export to Excel

Org Unit⇅		Cal. Qtr/Yr	1/2008				
		Cal Mth/Yr⇅	Total Turnover	Total Turnover Rate %	Voluntary Separations	Vol Separation Rate %	Number of Employees
20000099	DISNEY	January 2008	129	0.808	101	0.633	15,960
		February 2008	102	0.639	65	0.407	15,965
		March 2008	616	0.796	392	0.507	77,364

#### Step 1: Data Validation

- To perform data validation, position mouse over the “Key Figures” text (under the Columns header in the left navigation window), right-mouse click->Filter->Select Filter Value.

### B0042: Employee Turnover with Transfers

Save As... Display As Table Information Print Version Export to Excel

▼ Columns		Org Unit ⇅	Cal. Qtr/Yr	1/2008					
• Cal. Qtr/Yr			Cal Mth/Yr ⇅	Total Turnover	Total Turnover Rate %	Voluntary Separations	Vol Separation Rate %	Number of Employees	
▼ Rows									
• Org U		Back							
• Cal M		Goto	0	January 2008	129	0.808	101	0.633	15,960
• Free cl		Filter		Select Filter Value	102	0.639	65	0.407	15,965
		Change Drilldown		Remove Filter Value	616	0.796	392	0.507	77,364
		Broadcast and Export		Variable Screen					
		Properties							
		Exceptions							





## Agency Metrics Job Aid for B0089

Select values for Key Figures (4717310NYR9GOYG639380KAZJ)

Show tool:  Show view:

**All**

Key Figures Text ⇅

<input type="checkbox"/>	X8 Transfers
<input type="checkbox"/>	ZF Vol Separations
<input type="checkbox"/>	ZG Vol Sep
<input type="checkbox"/>	Involuntary ZF Sep
<input type="checkbox"/>	Involuntary ZG Sep
<input type="checkbox"/>	Involuntary Sep
<input type="checkbox"/>	Involuntary Sep Rate %
<input type="checkbox"/>	Total Turnover
<input type="checkbox"/>	Total Turnover Rate %
<input type="checkbox"/>	Voluntary Separations
<input type="checkbox"/>	Vol Separation Rate %
<input type="checkbox"/>	Number of Employees

Enter a value for Key Figures:

**Selections**

Type	Description
<input type="checkbox"/>	Total Turnover
<input type="checkbox"/>	Total Turnover Rate %
<input type="checkbox"/>	Voluntary Separations
<input type="checkbox"/>	Vol Separation Rate %
<input type="checkbox"/>	Number of Employees
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Change Order

OK Cancel

2. Select the key figures highlighted above and then click "Add".



## Agency Metrics Job Aid for B0089

Select values for Key Figures (4717310NYR9GOYG639380KAZJ)

Show tool:  Show view:

**All**

Key Figures Text

<input type="checkbox"/>	
<input type="checkbox"/>	X8 Transfers
<input type="checkbox"/>	ZF Vol Separations
<input type="checkbox"/>	ZG Vol Sep
<input type="checkbox"/>	Involuntary ZF Sep
<input type="checkbox"/>	Involuntary ZG Sep
<input type="checkbox"/>	Involuntary Sep
<input type="checkbox"/>	Involuntary Sep Rate %
<input type="checkbox"/>	Total Turnover
<input type="checkbox"/>	Total Turnover Rate %
<input type="checkbox"/>	Voluntary Separations
<input type="checkbox"/>	Vol Separation Rate %
<input type="checkbox"/>	Number of Employees

Enter a value for Key Figures:

**Selections**

Type	Description
<input type="checkbox"/>	Total Turnover
<input type="checkbox"/>	Total Turnover Rate %
<input type="checkbox"/>	Voluntary Separations
<input type="checkbox"/>	Vol Separation Rate %
<input type="checkbox"/>	X8 Transfers
<input type="checkbox"/>	Involuntary Sep
<input type="checkbox"/>	Involuntary Sep Rate %
<input type="checkbox"/>	Number of Employees
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Change Order

OK Cancel

- Then click "OK". The report should now show the additional key figures.



## Agency Metrics Job Aid for B0089

Org Unit ⇅		Cal. Qtr/Yr	1/2008							
		Cal Mth/Yr ⇅	X8 Transfers	Involuntary Sep	Involuntary Sep Rate %	Total Turnover	Total Turnover Rate %	Voluntary Separations	Vol Separation Rate %	Number of Employees
20000099	DISNEY	January 2008	18	10	0.063	129	0.808	101	0.633	15,960
		February 2008	19	18	0.113	102	0.639	65	0.407	15,965
		March 2008	169	55	0.071	616	0.796	392	0.507	77,364

### Step 2: Comparing Results

Compare the results from B0042 above to the results of B0089 from previous execution. The key figures from B0042 should match the corresponding key figures in B0089.

B0089: General Turnover Rate Metrics

Save As...

Display As

Table

Information

Print Version

Export to Excel

Org Unit ↕	Cal Qtr/Yr	1/2008						
		Transfers	Transfer Rate %	Total Separations	Separation Rate %	Total Turnover	Total Turnover Rate %	Nbr of Active EEs
20000099	DISNEY	206	0.3	641	0.8	847	1.1	77,364

In B0042, the sum of the **X8 Transfers** column corresponds to the **Transfers** column in B0089.

In B0042, the sum of the **Involuntary Sep** column PLUS the sum of the **Voluntary Separations** column corresponds to the **Total Separations** column in B0089.

In B0042, the sum of the **Total Turnover** column corresponds to the **Total Turnover** column in B0089.

Lastly, in B0042, the **Number of Employees** for March 2008 corresponds to the **Nbr of Active EEs** column in B0089. (\*Note: Number of Employees is a running total therefore there is no need to sum. The last value is always the most current total.)

### Key BI Points to Remember:

- Do not use the Back button on the browser to go back. (Instead use "Back One Navigation Step".)
- BI Reports sort from the left to right.
- Columns can be removed by dragging up and dropping in the dark blue area.